



CITY OF ST. CHARLES
POSITION DESCRIPTION
Meter Reader – Electric
(Part-time)

Department: Public Works – Electric Line FLSA Status: Non-exempt
Reports to: Electric Foreman Union: No
Positions supervised: None

Position Description Overview

This position is responsible for reading electric and water metering devices throughout the municipality.

Essential Functions and Responsibilities

1. Travel assigned route, in own vehicle, within time limits established for the route.
2. Read residential and commercial electric meters throughout the municipality including reading meters in the front, back, or side of a home or business (or inside).
3. Record numbers from the electric meters relating to the consumption of use.
4. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
5. Adhere to all departmental and City safety policies.

Ancillary Functions and Other Duties

1. Make visual checks while on route to see that meters are functioning properly and that no tampering of meters is taking place; report defective meters to crew leader/foreman.
2. Perform other duties as required or assigned.

Basic Requirements

Knowledge, Skills, and Abilities

1. General knowledge of work methods and practices related to the efficient reading of electric and water meters; knowledge of metering devices; and the ability to learn the operation of new meter reading devices.
2. General knowledge of the geographic area and street numbering system of the municipality.
3. Fundamental mathematical skills to calculate rapidly and accurately, and the ability to write legibly.
4. Strong interpersonal communication skills for interaction with elected and appointed officials, co-workers, agencies and other governmental units, and the public.

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5. Ability to work outdoors under severe weather conditions, such as extreme heat and cold, high winds, severe snow, or rain storms, etc.
6. Ability to work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, poor visibility, noise, etc.
7. Ability to perform duties which may require walking, climbing, crawling, kneeling, stooping, standing, and/or sitting for extended periods of time.
8. Ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and/or signals, and calls for help from a co-worker, etc.
13. Ability to see and accurately read fine print in low lighting conditions, such as meters.
14. Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device.
15. Possession of a valid driver's license, which may include a CDL.
16. Ability to maintain primary residency within the following boundaries within six (6) months of employment: north to Rt. 20 (Plank Road (KC Rte. 22 and 38), west to County Line Rd. to KC Rte. 4 (Perry Rd.), south to IL 56 to Galena Blvd. to Orchard Rd. to Indian Trail Rd. to I 31 to I 88, east to Rt. 59 including the City of West Chicago to County Farm Rd. (Full-time only.)

Experience and Education

1. High school diploma or equivalent.
2. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

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5/12/03

Date